



GEORGIA STATE SENATE

**CLASSIFICATION TITLE:** DIRECTOR, SBEO  
**DEPARTMENT:** SENATE BUDGET AND EVALUATION OFFICE  
**REPORTS TO:** SENATE ADMINISTRATIVE AFFAIRS COMMITTEE

SBEO/1

**PAY GRADE:** \_\_\_\_\_ **Date Created:** May 3, 2010 **Date Revised:** \_\_\_\_\_

**FLSA STATUS:** ☒ Exempt ☐ Non-Exempt

**POSITION SUMMARY:** This position is responsible for providing fiscal and budget expertise to the State Senate and managing all aspects of the SBEO including establishing Office vision and goals, managing external affairs, and overseeing the day-to-day operations of the Office.

#### ESSENTIAL FUNCTIONS

Establishes a vision and goals for budget development, review, and evaluation for the Senate.  
Oversees the ongoing development of the Senate's budget system and assists in guiding the Senate through the budget process.  
Strategizes with Senate leadership regarding the development of the budget throughout the legislative session and year-round.  
Reviews and oversees the development of Appropriations bills and supporting documentation for the Senate.  
Responds to requests and inquiries from Senate members and staff regarding the state budget and other areas of SBEO responsibility..  
Researches, develops, edits, drafts, presents, and distributes reports and documents regarding the state budget and related issues.  
Integrates budget development process with the budget review process.  
Reviews Issue Briefs, Q&As, and other work products.  
Monitors staffing for Senate Appropriations Committee.  
Develops and cultivates effective relationships with legislators, Governor's staff, agency staff, judicial branch staff, House staff, and other interested parties.  
Plans, develops, and implements long- and short-range strategic plans for the Senate Press Office.  
Develops, implements, and enforces SBEO policies and procedures.  
Directs, manages, supervises, disciplines, and evaluates SBEO staff; establishes and coordinates work assignments; maintains vacation, work, and sick schedule; interviews and hires full- and part-time staff; identifies professional development opportunities.  
Oversees the update and maintenance of the SBEO portion of the Senate web site.  
Determines SBEO equipment and technology needs; prepares estimates for purchases.  
Performs other related duties as assigned or as the needs of the Senate or the SBEO require.

#### REQUIRED KNOWLEDGES AND SKILLS

Knowledge of the purposes, principles, practices, terminology, and advanced professional techniques employed in public sector budget development and evaluation.  
Knowledge of the purposes, principles, practices, and terminology associated with all levels of government including the State of Georgia legislative process.  
Knowledge of local, state, and federal laws, policies, and procedures as related to the mission of the department and the Senate as a whole.  
Knowledge of administrative planning, management, and supervision as it applies to the position.  
Knowledge of generally accepted accounting principles as they relate to the development and management of the Georgia budget.  
Knowledge of the preparation and interpretation of budget reports and similar documents related to the functions of the department.  
Skill in the development and implementation of policies and procedures governing the day-to-day operations of the SBEO.  
Skill in analyzing current problems, assessing future problems, and formulating complex action plans to facilitate resolution of said problems.  
Skill in the tactful and diplomatic compilation, preparation, distribution, and explanation of politically sensitive information.  
Skill in effective professional and technical writing under tight deadlines.  
Skill in the use of computer hardware, software applications, and other technology related to the functions of the department.  
Skill in the supervision, evaluation, and management of subordinate employees.  
Skill in oral and written communication.  
Physical condition commensurate with the demands of the position.

#### PHYSICAL DEMANDS AND WORKING CONDITIONS

The work is typically performed while sitting, standing, or walking. Job functions may occasionally require the employee to lift light objects. The work is typically performed in a standard office environment or in the Senate Chamber.

#### SUPERVISORY RESPONSIBILITY

This position has direct supervision over Principal Analyst (2), Analyst (6), Information Technology Specialist (1), and Session Aides and Interns.

#### MINIMUM QUALIFICATIONS

Knowledge and level of competency commonly associated with the completion of a master's degree in a course of study related to the occupational field.  
Experience sufficient to thoroughly understand, direct, and coordinate the diverse objectives and functions of the department, usually interpreted to require three to five years of related experience.  
Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia.